Student/Staff Technology Information:

**All students are expected to follow the guidelines in the DMPS Student Acceptable Use Policy. The Microsoft company also has terms of service for the software contained in these instructions. It can be found at http://www.microsoft.com/en-us/servicesagreement/**

**Student Usernames:** The student username for logging on a computer, Infinite Campus, student email accounts, and student use of the OneDrive (formerly known as SkyDrive) will all have the same format: XXXXXX@student.dmschools.org where XXXXXX is replaced with your 6-digit DMPS student ID number.

**Student Passwords and Logging on:** The same password will now be used for logging on a computer, Infinite Campus, student email accounts, and student use of the OneDrive.

**I: Resetting a forgotten computer login or Infinite Campus password:**

* 1. Have a teacher log onto a computer.
	2. Open Internet Explorer.
	3. Go to the DMPS Home Page, [www.dmschools.org](http://www.dmschools.org)
	4. Click the Staff link.
	5. Click the Forgot Your Password link.
	6. Click Reset my Password.
	7. Enter your ID number in the User Name box and click Logon.
	8. Answer the questions if they appear and if you remember the answers.
	9. If you don’t remember the answers, click the Use Vouching button.
	10. A staff member must put in their username and their password for logging on their computer and click Logon.
	11. Enter your new password twice in the boxes at the bottom. Your new password needs **at least 8 characters, but less than 15.**
	12. Click Reset Password.
	13. The new password will work for logging on a computer, Infinite Campus, student email accounts, and student use of the OneDrive.

**II: Accessing the Infinite Campus Portal with the Internet:**

1. Log onto a computer.
2. Open Internet Explorer.
3. Go to the DMPS Home Page, [www.dmschools.org](http://www.dmschools.org)
4. Click the Students link.
5. Click the Infinite Campus link.
6. Enter your username (Your school email address) and your Infinite Campus password.
7. If you have forgotten your password, it will need to be reset using the instructions above in Section I.

**III: Accessing the Infinite Campus Portal with the App for Phones/Tablets:**

1. Go to the Apple App store or Google Play store and search for the Infinite Campus App.

2. Install the App.

3. When asked, enter the District ID: JQZPSD (all capital letters).

4. Your username will be your school email address and your password will be your regular Infinite Campus password.

**IV: Accessing Student Email with the Internet:**

If you have password/connection issues on a home or other computer not connected to the DMPS network, you may have to use Internet Explorer as the web browser to successfully connect to the student email account.

1. Log onto a computer.
2. Open Internet Explorer.
3. Go to the DMPS Home Page, [www.dmschools.org](http://www.dmschools.org)
4. Click the Students link.
5. Click the Student Email link.
6. Enter your school email address and your password, if needed.
7. If you have forgotten your password, it will need to be reset using the instructions above in Section I.

**V. Accessing OneDrive for Business directly via student email account:**

1. Log onto your school email account as described in Section IV.

2. Click on the grid icon in the upper-left of the email window:



3. Click on the OneDrive icon.

4. Clicking on an existing document should open the online version of the app that created it.

* Changes to the document are saved automatically. A notification at the center bottom of the window will show the status of the document (**Saving** or **Saved**).
* If the online app doesn’t automatically launch, go back to OneDrive, click **in front** of the icon for the document to create a check mark. Scroll to the top of the page, click **More v** , and choose **Open in … Online.**
* You may open the document using the computer-based version of the app, but changes may not be saved back into the OneDrive automatically. You will need to link your Office App with the instructions in Section VII below.

**VI. Accessing the Office 365 Apps via student email account:**

1. Log onto your school email account as described in Section IV.

2. Click on the grid icon in the upper-left of the email window:



3. Click on the icon for the software you want to use:

**VII. Linking OneDrive for Business with Office 2013:**

If you are working on a computer with Office 2013 installed, you may link to your OneDrive account and save/open files directly from there. To do this, you must already have at least one document created in your OneDrive. **DO NOT do this on a public, non-district computer.**

1. Open your OneDrive as described in Section V.

2. Find a document and click **in front** of the icon for the document to create a check mark.

3. Scroll to the top of the page, click **More v** , and choose **Open in Word** (or PowerPoint, etc). Do not use the Online version to open the document.

4. If requested, enter you school email address as your username and your password.

5. Save the file.

6. Now when you want to open or save any Office 2013 application, you should see **OneDrive – Des Moines Public Schools** as an option for a place to access files.

**VIII. Multiple DMPS Users on a Single Home Computer With Office 2013:**

If you share a home computer with more than one DMPS user, you may not see your OneDrive files. To find your files, you may need to change accounts:

1. Open an Office 2013 App.

2. Select **Account.**

3. Select **Switch Account.**

4. If your account isn’t listed, you will have to add the account using your school email address and password.

**IX. Installing Office 365 Apps on a Computer:**

You are allowed to install the online Apps on up to 5 devices and use them for free as long as you are a student at DMPS. They are not as powerful as the full versions of the software, but they are free. The computer must be running a version of Windows 7 or 8. The computer **must not have any part of Office 2013 installed.**

1. Log onto your school email account as described in Section IV.

2. Click on **Office 365** in the upper-left of the email window:



3. Click on the **Install Now** button to install the 32-bit version of the apps in English.

* If you need the 64-bit version of the apps:
	+ Click **Change Language**
	+ Click **Advanced** (to the right of 32-bit Recommended)
	+ Choose **64-bit** from the drop-down menu
	+ You may also choose another language if you want

4. Click the **Install** button.

5. An installer will download which you’ll need to run.

6. The Apps will be labeled as Office 2013 apps when they are installed.

7. You can link to your OneDrive as described in Section VII.

**X. Installing Office 365 Apps on a Tablet or Smartphone:**

1. Log onto your school email account as described in Section IV.

2. Click on **Office 365** in the upper-left of the email window:



3. Click on the **Get Office on your devices** link.

4. Click description of your device.

5. Click the **Send email** or **Send Text** button.

6. Enter your phone number or email address.

7. On your device, open the text or email.

8. Click the link or links for the Apps you want to install.

9. The apps should connect directly to your OneDrive. You may need to enter your school email address and your password to access the OneDrive the first time.

**XI: Accessing eChalk:**

1. Click on Internet explorer.
2. In the address bar type lincoln.dmschools.org and press enter on the keyboard.
3. Click on Login.



1. Your Username will be your ID Number.
2. The password will be your eChalk password. Currently, your eChalk password is not linked to any of the other passwords. If you forget your eChalk password, it will need to be reset by a teacher who has you in one of their classes using the following instructions:

**Staff Instructions for resetting a student eChalk password:**

1. Open eChalk.

2. Click **My Classes.**

3. Click **Members.**

4. Click the class name the student attends.

5. Click the **box in front of the student’s name.**

6. Click the **Change Password** button at the top of the window.

7. Have the student enter their password in the boxes and click **Submit.**